

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
AUGUST 11, 2015

MINUTES

**Call to Order**

Chairperson Diane Gordon called the meeting to order at 7:14. Attending were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Frank Murphy and Joyce Radochia. Also attending was the library director, Andrea Nicolay.

**Approval of Minutes**

Trustees reviewed the minutes of the June meeting and made a correction and an addition. Ms. Fennelly moved approval of the minutes as amended; Mr. Murphy seconded the motion; the board unanimously approved.

**Communications**

Trustees received a thank-you card from Rebecca Meehan and Emily Canniff who went to the 2015 American Library Association Conference recently. They found many of the programs they attended to be particularly relevant to the concerns and needs of the Arlington library system.

**Community Time**

No members of the community were present.

**Director's Report**

The trustees reviewed with the director her report for summer 2015. Highlights included the following:

- Ms. Nicolay is enthusiastic about the hiring of the new assistant director, Maura Deedy, who comes to Robbins from Weymouth Public Library. Ms. Deedy, she said, is a “dynamo” with excellent skills, high energy, and innovative ideas. She will begin on August 24.
- Summer Saturdays are extremely popular.
- Ms. Nicolay reported on a Cultural District planning meeting she attended recently. A key question is whether the Chamber of Commerce will take a management role. A management team of three is advisable for pursuing this promising initiative. Simply stated, the designation of a particular area as a cultural district is a vehicle to promote a town’s cultural organizations, locations, etc.
- The summer reading program is great.
- The second Author Salon, held at Kickstand on July 9, was well attended.
- Ms. Nicolay investigated the feasibility of Saturdays at Fox Branch Library, Sept – June, 9-5.
- Although excited about the 3% increase in circulation, Ms. Nicolay said that it is a struggle to keep up with the increased workload. More staff is needed.

### **Town Day Booth**

Town Day is September 12. The Library, the Foundation, and the Friends are all participating. The Friends will conduct the usual book sale, and may sell honey harvested from the Robbins bees at the sale. Ms. Fennelly, Mr. Delmolino, and Ms. Radochia volunteered to work at the library booth.

### **FY 2016 Trustee Goals**

The trustees discussed the FY2016 Goals and Objectives at length and in detail, and proposed several changes, including the addition of a goal regarding the print collection. The board will vote on these at the next meeting after trustees see the revised copy.

Ms. Calvin asked that we put the topic of the print collection and the print funds on next month's agenda.

Mr. Murphy asked Boston Public Library about its special collections; their report is available on line. It also has an action plan which is not on the website, which Frank would like to see.

### **FY 2016 Administration Goals and Objectives**

Trustees reviewed with Ms. Nicolay the FY 2016 Administration Goals and Objectives. Ms. Nicolay explained the concept of a "human library."

Ms. Nicolay said that library policies are on the town website, under the trustees.

Trustees suggested a fifth goal relating to operational items and asked the director if she would write one.

### **FY 2015 Russell Fund Report**

Trustees reviewed the Final Report for the Russell Fund. The new Russell Fund Coordinator, Mora Rothenberg, is doing an excellent job, and has arranged for a large number and variety of programs.

### **Report of FY 2015 Russell Fund Expenditures and Vote for FY 2016 Russell Fund Allocations**

The trustees reviewed the Report of FY2015 Russell Fund Expenditures and the request for approval of FY2016 Russell Fund Allocations.

Ms. Calvin moved approval of the budget request of \$42,500. Mr. Delmolino seconded the motion and the board approved unanimously.

Ms. Gordon asked Ms. Nicolay to ask Ms. Rothenberg how she might use additional funds. Before voting additional funds, the board would need to consult with Ms. Muldoon who was absent from this meeting.

### **Report of FY 2015 Trust Fund Expenditures and Vote for FY 2016 Trust Fund Allocations**

Mr. Murphy discussed the status FY 2015 trust funds with the board.

The board reviewed staff requests for FY 2016 Trust Fund Allocations. Ms. Calvin moved approval of the budget request of \$101,531. Ms. Fennelly seconded the motion and the board approved unanimously.

### **Policy Approval: Patron Conduct**

Trustees had discussed this policy previously. The policy will also include the following: "Permission must be obtained from the Director or his/her designee prior to taking photos or video in the library." This is necessary as a safety issue.

Mr. Delmolino moved approval of the policy; Ms. Fennelly seconded the motion; the board approved unanimously.

### **Foundation Liaison Updater.**

Ms. Fennelly, liaison to the Foundation, said that Town Day and the Foundation's annual report were the two principal topics of discussion at their recent meeting.

### **Friends Liaison Updates**

Mr. Delmolino, liaison to the Friends of Fox, had no update.

The Friends of Robbins did not meet in July, but they are planning for the Town Day book sale and for a mailing to people who have not yet renewed.

Mr. Murphy had a discussion with Richard McElroy, the treasurer of the Friends of Robbins, about financial management options.

### **Unanticipated Items**

Ms. Fennelly asked the trustees if they were interested in receiving links to Atlantic Monthly articles about libraries. The trustees indicated their interest.

### **Date of Next Meeting**

The next meeting will be Tuesday, September 8.

### **Adjournment**

Mr. Delmolino moved to adjourn at 9:00; Ms. Radochia seconded the motion; the board approved unanimously.

Respectfully submitted,

Joyce H. Radochia  
Secretary Pro Tem.

### **Materials Distributed:**

- Meeting agenda
- June Meeting Minutes
- Summer 2015 Director's Report
- Circulation statistics
- Robbins Library Board of Trustees Goals and Objectives for FY16 draft

- Administration Goals and Objectives for FY16 draft
- Russell Fund Report FY14-FY15
- Russell Fund Expenses FY15 and Budget Proposal for FY16
- Trust Fund Expenses FY15, Trust Fund Budget Proposal for FY16, PLUGGED  
iN Budget Proposal for FY16, Winfield Robbins Art Print Collection FY16  
Budget Proposal
- Patron Conduct Policy